Instructions for Completing the Recycled Water Survey in FAAST

Background

- FAAST is an acronym for **F**inancial **A**ssistance **A**pplication **S**ubmittal **T**ool and is a web-based interface system that allows applicants to their recycled water data electronically.

- FAAST is administered by the State Water Board

- FAAST is located on the State Water Resources Control Board's website at: https://faast.waterboards.ca.gov

FAAST System Requirements

- Use a PC
- Clear your Internet Cookies, Cache, and Internet History
- Use Internet Explorer v 6.0 or higher
- Disable pop-up blocker

Main FAAST webpage

Main webpage includes:
- Create User Account
- Logon
- Frequently Asked Questions (FAQs)

Creating a User Account

- To create an User Account, you must complete a 3-step process:
  Step 1: - User Details;
  Step 2: - Organization Details;
  Step 3: - Username and Password.

If you have any questions or require assistance please email: wrfp@waterboards.ca.gov and enter "water recycling survey" in the subject line or call State Water Board staff at (916) 341-6914 or (916) 322-1409 Monday through Friday 8am – 5pm.

FAAST main login page

FAAST *Financial Assistance Application Submittal Tool*

The Division of Financial Assistance (Division) administers the implementation of the State Water Resources Control Board's (State Water Board) financial assistance programs. The Division administers funding for construction of municipal sewage and water recycling facilities, watershed protection projects, nonpoint source pollution control projects, etc.

FAAST has been developed to provide an efficient means for project proponents to apply for the loan and grant funding offered by the Division.

Applicants can sign up for funding notifications, submit financial assistance applications, and monitor the status of their applications.

A valid user account and password are needed to use FAAST. To create an account, please use the Sign Up button on the right.

Applications submitted prior to the August 2004 release of FAAST are now available with limited information! These previous RFPs include PRISM Pesticide, Proposition 13, and 2003 Consolidated Grants. To view these applications and other previously submitted applications, visit the Public Search Tool.

Currently the Division is accepting applications fsor various funding programs. For specific information regarding the available funding programs, please visit the Division of Financial Assistance, web site.

If you have any questions or for further assistance, please call State Water Board Staff at:
1-866-434-1083 Monday thru Friday 8:00AM - 5:00PM,
or email FAAST_ADMIN@waterboards.ca.gov.

LOG ONTO FAAST
Username:
Password :
Note: Username and Password are case sensitive
Logon To FAAST

Forgot your password?
Retrieve Password

CREATE APPLICANT ACCOUNT
Create an Account

PUBLIC SEARCH TOOL
Use the Public Search Tool to view and download applications submitted via FAAST.
Public Search Tool
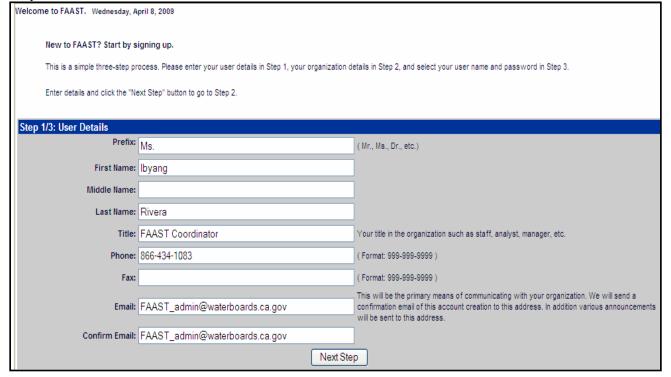
Step 1 – User Details

- Enter the user details requested.
  Note: It is important that your email address is updated as needed, because this will be the primary means of communicating with you.

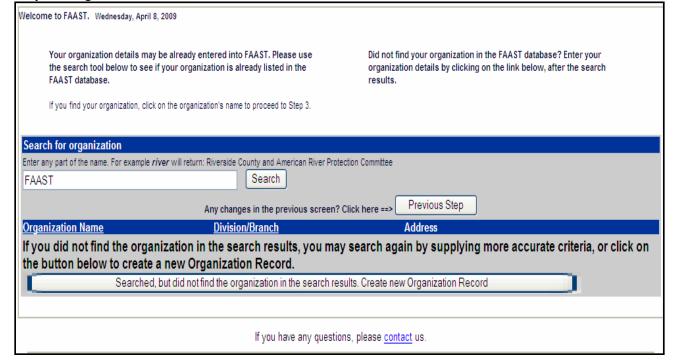- Click on the "Next Step" button to proceed to Step 2: Organization Details.

Step 1 - User Details Screen Shot

Welcome to FAAST. Wednesday, April 8, 2009

New to FAAST? Start by signing up.

This is a simple three-step process. Please enter your user details in Step 1, your organization details in Step 2, and select your user name and password in Step 3.

Enter details and click the "Next Step" button to go to Step 2.

Step 1/3: User Details

Prefix:	Ms.	(Mr., Ms., Dr., etc.)
First Name:	Ibyang	
Middle Name:		
Last Name:	Rivera	
Title:	FAAST Coordinator	Your title in the organization such as staff, analyst, manager, etc.
Phone:	866-434-1083	(Format: 999-999-9999)
Fax:		(Format: 999-999-9999)
Email:	FAAST_admin@waterboards.ca.gov	This will be the primary means of communicating with your organization. We will send a confirmation email of this account creation to this address. In addition various announcements will be sent to this address.
Confirm Email:	FAAST_admin@waterboards.ca.gov	

Next Step

Step 2 – Organization Details

- Search for your organization's by entering any part of the name of the organization and clicking on the **"Search"** button. A listing of organizations will appear.

  o If the name of your organization is displayed, select the organization name.

  o If your organization is NOT displayed, click the "Enter Organization Details" link, which is located at the bottom of the screen. Enter and save information for your organization.

  o To proceed to Step 3: Username and Password, click the **"Next Step"** button.

Step 2 – Organization Details Screen Shot

Welcome to FAAST. Wednesday, April 8, 2009

Your organization details may be already entered into FAAST. Please use the search tool below to see if your organization is already listed in the FAAST database.

Did not find your organization in the FAAST database? Enter your organization details by clicking on the link below, after the search results.

If you find your organization, click on the organization's name to proceed to Step 3.

Search for organization

Enter any part of the name. For example *river* will return: Riverside County and American River Protection Committee

FAAST   Search

Any changes in the previous screen? Click here ==>   Previous Step

Organization Name	Division/Branch	Address

If you did not find the organization in the search results, you may search again by supplying more accurate criteria, or click on the button below to create a new Organization Record.

Searched, but did not find the organization in the search results. Create new Organization Record

If you have any questions, please contact us.

Step 3 – Username and Password

- Enter a Login Name/User Name and Password for your account.
  Note: Username and password are case-sensitive.

- Select a security question and provide correct response.

- To activate your FAAST user account, click on the **"Create User Account"** button.

- **Note: Username/password may take a few minutes to validate**

Step 3 – Username & Password Screen Shot

Logging onto FAAST System

- On the FAAST main webpage, look for the **"Log onto FAAST"** heading on the right hand side.

- Enter your username and password and click the **"Log onto FAAST"** button to enter the FAAST system.

Note: Username and password are both case-sensitive.

Figure 1 - Logging onto FAAST System Screen Shot

Applicant Menu (Main Menu)

- After logging onto FAAST, the Applicant Menu screen (also known as Main Menu) will appear.
- The Applicant Menu allows you to:
    - Submit a new application;
    - Work on existing application(s);
    - Update user and organization profiles.
- Select "Start a New Application" to go to the Recycled water Survey

Figure 2 - Applicant Menu Screen Shot

Welcome Ibyang Rivera IN STAGING, of Rivera's WQ Firm! Wednesday, January 6, 2010   **Main Menu**

The applicant menu allows you to start a new application, work on an existing application, or update your user and/or organization profile. To view or edit an existing application, click on the title of the desired application.

New Application

Start a New Application to begin the application submittal process

Other Menu Options

Update Your User Profile change telephone number, email address, password, etc.

Request for Update Organization Profile change organization information, contact information, etc.

Previous Requests View previous requests submitted to WaterBoard.

Proposal Title	Phase	Status	Request for Proposal
PIN# 10007 - Enter Project title here	Phase 1	Application In Progress (not submitted)	2010 Specialty Crop Block Grant Program
PIN# 9996 - Enter Project title here	Phase 1	Application In Progress (not submitted)	2010 Expanded Use SRF Program (non-ARRA, non-wastewater, non-water recycling)
PIN# 9995 - New Project to Preserve Beautiful Sunsets	Phase 1	Application In Progress (not submitted)	2010 Expanded Use SRF Program (non-ARRA, non-wastewater, non-

Start A New Application (Recycled water Survey)

- Select all the Check Boxes before continuing
- Select "Click to Contine"

Figure 3 - Start A New Application (Recycled water Survey)

Please check the box next to each bulleted item below to indicate that you have read and understand the Usage Requirements (limitations) of the Financial Assistance Application Submittal Tool (FAAST). A more detailed explanation of these items can be found at the bottom of this page.

Usage Requirement Item	Check Box
Use Microsoft Internet Explorer 6.0 or greater.	☐
Save your work often. The system times out after 90 minutes.	☐
Disable pop-up blocking software to operate FAAST.	☐
Delete all temporary Internet files and cookies to speed up browsing.	☐
Data fields may or may not have a limitation on the number of characters per field.	☐

FAAST is an online program designed for Microsoft Internet Explorer 6.0 or greater. Other browsers have been known to cause problems accessing FAAST including, but not limited to: time-out errors, saving progress, attaching files, submitting documents, etc. In addition, pop-up blocking software must be disabled to operate FAAST. If your Internet Explorer browser does not allow you to log on, or downloads slowly, please delete all temporary Internet files and cookies to speed up browsing.

If you are having trouble saving your application, please check to make sure that you have not exceeded the character limitation for any of the text boxes. Text box character limitaions are noted next to the text box, with the exception of the Project Title text box.

Please signify your understanding and agreement to the above terms by checking the boxes next to each bulleted item above.

Click to Continue

Figure 4 - Start A New Application (Recycled water Survey)

Welcome Ibyang Rivera IN STAGING, of Rivera's WQ Firm! Wednesday, January 6, 2010   Main Menu

Select an Organization

Before you proceed to fill out an application for your project's Request for Proposal (RFP), please indicate the organization that will be responsible as the Lead Applicant for this Project.

1. My Organization "Rivera's WQ Firm" will be the Lead Applicant for this Project. Click here to proceed to prepare an application for the Rivera's WQ Firm.

2. I am submitting the proposal on behalf of another organization. I would like to search the database of existing organizations or create a new organization. Click here to continue. If you create a new organization, please take the time to enter the Organization's address completely. You will only have one initial opportunity to enter the correct applicant organization details. If you need to further edit the Applicant Organization details, you will need to contact FAAST_Admin@waterboards.ca.gov

Note: If you are a consultant submitting an application on behalf of a client, select option (2).

Note: If you are submitting an application on behalf of your organization, select option (1).

Figure 5 - Start A New Application Screen Shot (cont'd)

Welcome David Balgobin, of State Water Board! Tuesday, May 25, 2010

This page displays the list of Request for Proposals (RFP) and solicitations currently accepting applications. Select the desired RFP/solicitation from the list below to begin the application process. offered by the Division of Financial Assistance (DFA), please visit the Division of Financial Assistance website.

RFPs/Solicitations Accepting Applications	Applications Due
Agricultural Drainage Loan Programs	1/1/2015 11:59:59 PM
2010 Expanded Use SRF Program (non-ARRA, non-wastewater, non-water recycling)	6/1/2010 11:59:59 PM
Clean Water State Revolving Fund - Project Priority List - NEW PROJECTS	12/31/2010 11:59:59 PM
KYLE TEST	12/31/2010 11:59:59 PM
2009 Survey of Municipal Water Recycling Facility Production and Use	12/31/2010 11:59:59 PM
2009 Survey of Municipal Water Recycling Facility Production and Use	12/31/2010 11:59:59 PM
California Recycled Water Survey	6/30/2010 11:59:59 PM
Test for Virtual Server	5/28/2010 11:59:59 PM

Select "California Recycled Water Survey" from the list of Applications.

Start A New Application Screen Shot (cont'd)

- Confirm the information on this page and select "Continue to Application"
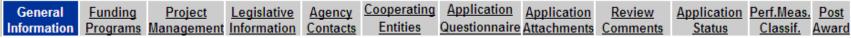
Note the Applicant Organization and Submitting Organization will show your organization's name

Figure 6 - Start A New Application Screen Shot (cont'd)

e Water Board. Tuesday, May 25, 2010   Main Menu

on process for the "California Recycled Water Survey." If you would like to apply for the "California Recycled Water Survey" Request For Proposal using the Applicant and Submitting Organization shown below, ion" button. The "Continue to Application" button will assign your application a Proposal Identification Number (PIN) and start the application process. The "Back to Main Menu" button will take you back to main

RFP/Solicitation Title: California Recycled Water Survey

RFP Description: The purpose of this survey is to collect information related to the types and quantities of use of recycled water in California. Recycled water is defined as water which, as a result of treatment of wastewater, is suitable for a direct beneficial use or a controlled use that would not otherwise occur. (Ref.: California Water Code, Section 13050(n)). This survey is intended to collect recycled water data from municipal sources containing some domestic wastewater. This survey is not intended to collect recycled water data from solely industrial sources.

Applicant Organization: State Water Board
Submitting Organization: State Water Board

[Back to Main Menu]   [Continue to Application]

If you have any questions, please contact us.

Navigating the Application

The Application is organized into sections (or tabs).

| General Information | Funding Programs | Project Management | Legislative Information | Agency Contacts | Cooperating Entities | Application Questionnaire | Application Attachments | Review Comments | Application Status | Perf.Meas. Classif. | Post Award |

- To navigate between sections, click on the labeled tab or click the **"Next Section"** button.
  Note: To access all sections, the Project title, Project description, and responsible RWQCB must be entered under the **General Information** *section.*

- Save the information entered by:
  - Clicking on the **"Save as Work in Progress"** button;
  - Clicking on the **"Next Section"** button, and;
  - Clicking on a different tab will automatically save your information.

Save as Work in Progress   Next Section

General Information

- Enter "California Recycled Water Survey" for Project Title
- Enter "2010 Recycled Water Survey" for Project Description
- Enter $1 in each of the fields next to Funds Requested, Local Cost Match and Total Budget
- Select "Next Section" or the Funding Program tab.

Figure 7 - General Information Screen Shot

Figure 8 - Funding Program Tab

If you are a wastewater treatment agency select Apply for this "funding program"

If you are a water recycling agency that sells or distributes recycled water to end users select Apply for this "funding program"

If you are an agency that BOTH treats municipal wastewater AND sells or distributes recycled water to end users select both "Apply" boxes. Ignore the "You may select only 1 (one) funding program listed below by checking the apply box" warning.

Funding Program Tab

- If you are responding for a wastewater treatment agency (an agency owing and operating a wastewater treatment facility) then select "Apply" for **Wastewater Treatment Agencies.**
- If you are responding for a water or retail recycle water agency that sells or delivers recycled water to end users then select "Apply" for "**Water Recycling Agencies and Water Agencies**".
- If you are responding for an agency that **BOTH** treats wastewater **AND** sells or delivers recycled water to an end user then you may select both apply boxes.
- Select the "**Legislative Information**" Tab
- As there is no need to enter information under the "Project Management" tab, do not select Project Management or the Next Section button.

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Legislative Information tab

- Select your Assembly, Senate and U.S. Congressional District from the selection boxes. Use the link to the right to help find your district number.

- Select "Agency Contacts" tab or the Next Section button at the bottom of the page.
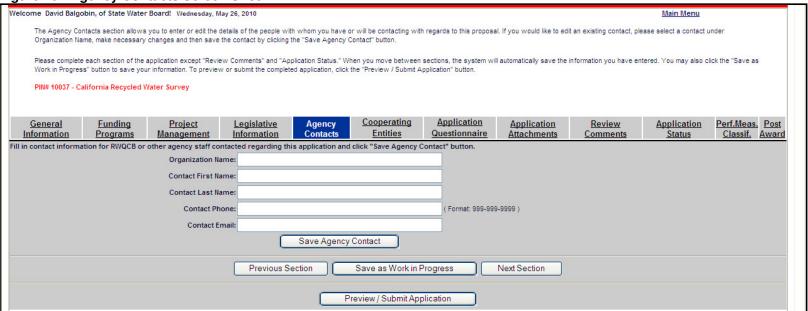
Figure 9 - Legislative Information Screen shot

Agency Contacts

- Enter the name and contact information for your agency Primary Contact and select "Save Agency Contact"
- Enter the name and contact information for your agency Secondary Contact and select "Save Agency Contact" (Note your saved agency contact information will appear at the bottom of the page)
- Select the "**Application Questionnaire**" tab.
- There is no need to complete information under the **Cooperating Entities** tab.

Figure 10 - Agency Contacts Screen Shot

Application Questionnaire

- The Recycle Water Survey Questionnaire is under this tab please note the following:

  PLEASE NOTE THE SESSION TIMER AT THE TOP OF THE QUESTIONNAIRE PAGE TIMES-OUT AFTER 90 MINUTES. ALL UNSAVED INFORMATION WILL BE LOST AFTER 90 MINUTES. PLEASE SAVE AT LEAST EVERY 60 MINUTES TO AVOID DATA LOSS AND RE-ENTRY.

  THE SAVE BUTTON IS LOCATED AT THE BOTTOM OF THE PAGE, AND WILL RESET THE SESSION TIMER BACK TO 90 MINUTES.
- If you need to submit additional information please select the **Application Attachments** tab and follow the instructions for uploading a file.